

Academic Institutional Data Request Form (Rev. 7/31/18)

Date of Request: _____

Timeframe for the project (start and completion dates): _____

Date that data is needed by: _____

Institutional Role: ___ Faculty ___ Staff ___ Student ___ Resident ___ Committee Chair or Member

Short title of project: _____

Purpose for use of the data: _____

Short description of project for which data is needed:

What variables are you looking at for the project? What are your outcome variables?

Do you have a reasonable target (*r*-squared), level of acceptability, etc. for the project? _____

What type of statistical methods would you like to employ for the project, if known?

What timeframe do you need for the data, e.g. Academic Year (July 1 – June 30), Calendar Year (Jan 1 – Dec 31), or other timeframe (please provide specifics below)? NOTE: Unless otherwise specified, data will be reported by Academic Year.

Is data being collected for internal or external reporting? ___ internal ___ external

How will the data be used? _____

How will the data be presented/what will be the final form for presenting the data?

- 1. Report If so, to whom? _____
- 2. Presentation If so, to whom? _____
- 3. Poster If so, where? _____
- 4. Article If so, what journal? _____

Does the Office of Research or Institutional Review Board have involvement in this project? (Select all that apply)

___ Yes, Office of Research ___ Yes, IRB ___ No

Signature of Person Requesting Data

Date

Supervisor's Signature

Date

Associate Dean for Assessment and Educational Development Signature

Date

Executive Officer (other than supervisor)

Date

NOTE: You are only approved for the data requested in this form. If you need more data or different data, you will need to submit an amendment or a new request to be approved.